



30 OCTOBER 1999

Civil Engineering

**POLLUTION PREVENTION RESOURCE
RECOVERY AND RECYCLING PROGRAM
(RRRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides uniform guidance for recycling to organizations, associated units, military family housing, and dormitory personnel residing on or attached to McGuire AFB. Command and supervisory support is essential to motivate personnel for a successful RRRP and requires the cooperation, interest, and participation of each person at McGuire AFB. This instruction outlines responsibilities, policies, methods, and procedures for collection and sale of recyclable general wastes and selected industrial scrap materials for the greatest benefit to the Air Force and the personnel of McGuire AFB. It applies to all assigned and attached personnel. The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY REVISIONS

This instruction incorporates the requirements, information, and procedures contained in Air Force Instruction 32-7080, Pollution Prevention Program and in Air Force Recycling Guidance, 13 October 1993.

1. THE AF RESOURCE RECYCLING AND RECOVERY PROGRAM

1.1. OBJECTIVES. The objectives of the DOD mandated program are:

- 1.1.1. To reduce solid waste from McGuire AFB 50% by the end of Year 1997 from our 1992 baseline.
- 1.1.2. To create positive attitudes and change the behavior of our people toward recycling in order to insure a quality environment for future generations.
- 1.1.3. Improve implementation and enforcement of sensible waste handling guidance and continuous public education, thereby changing attitudes and habits about recycling.

1.1.4. To improve the overall quality of life for Air Force personnel and help generate revenue to recover RRRP costs, support Non-Appropriated fund activities, and to avoid excessive disposal costs of solid waste materials.

1.1.5. To comply with Federal, state and local environmental laws and regulations.

1.2. POLICY.

1.2.1. Recyclable products which are generated, collected and stored by Air Force Activities on McGuire AFB become government property and must be disposed of through the RRRP.

1.2.2. Only RRRP personnel or designees will transport Air Force collected recyclable products off base when properly transacted and documented. Base personnel may transport industrial scrap recyclable materials to Defense Reutilization Marketing Office (DRMO) with proper documentation. Products identified as recyclable must be recycled.

1.2.3. Contact the McGuire AFB RRRP Office, 2401 Vandenberg Ave, McGuire AFB, NJ 08641-5001 or the RRRP Facility Manager to arrange removal of large quantities of recyclable products or to schedule a weekly pickup. Recyclable material, as defined in Chapter 4 of this instruction, may also be dropped off at the appropriate area of the RRRP Facility (2321 Radin Road) between the hours of 0800-1630, Monday through Friday, except on holidays.

1.3. TERMS

1.3.1. Nonrecyclable paper and housing material contaminants: Carbon paper, built-in carbon, milk cartons, candy wrappers, cigarette wrappers, waxed paper, metal clips, envelopes, gummed labels, adhesives, rubber bands, slick or photographic type paper, onion skin paper, tissue paper, excessive dirt, map material, and cardstock. (Staples are considered a minor contamination that is acceptable; however, remove plastic and metal bindings.)

1.3.2. Recyclable Material: Material that has been or would normally be discarded, and may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include scrap material containing precious metal and those items, which may be used again for their original purpose or function without any special processing. Three categories of potentially recyclable materials are defined:

1.3.2.1. General Waste: - Items falling into this category are from office, shipping/receiving and residential (housing) and include various paper products, cardboard, aluminum and steel cans, glass and plastic containers, scrap wood, certain used vehicle or machine parts, furniture, electrical components, used oil and solvents, and certain unused containers of lubricants or solvents.

1.3.2.2. Industrial Waste: Materials, which are recyclable but cannot be included in the RRRP are military equipment, ships and planes, or any part thereof, or scrap from maintenance, fabrication or other industrial processes directly supporting military equipment, and includes precious metals and exotic alloys. Such material must undergo demilitarization, dismantling or mutilation prior to sale by DRMO.

1.3.2.3. Classified Material: All material that is classified Confidential, Secret, Top Secret or other Security Act classifications shall be handled and destroyed in accordance with Air Force and National Security specifications. Shredded material resulting from such procedures may be recycled if feasible.

1.3.3. Recycling: The process by which recovered materials are transformed into new, usable products.

1.3.4. Refuse: Garbage, ashes, debris, trash, and rubbish considered rejected, useless, or worthless matter. Does not include explosives, incendiaries, classified materials, radioactive materials, and liquid waste.

1.3.5. Source Separation: The separation of recyclable material at the point of generation by the generator.

1.3.6. Waste Petroleum Products: Includes refined motor oil, diesel fuel, JP-4, JP-8, and PD-680 (recycled via contract).

1.3.7. Synthetic Liquid Products: Includes synthetic motor oils such as Mobil 1, transmission fluid, hydraulic fluid, or a mixture containing one of these oils or fluids.

1.3.8. Halogenated Solvents: Halogenated Solvents. Includes tetrachloroethylene, methylene chloride, trichloroethylene, trichloroethane, carbon tetrachloride, chlorobenzene, or any mixture containing one of these Halogenated solvents.

1.3.9. Nonhalogenated Solvents: Includes xylene, acetone, toluene, methyl, ethyl, ketone, or any mixture containing one of these non-halogenated solvents.

2. REASONS TO RECYCLE

2.1. COMPLIANCE: To comply with Public Law 97-214 10 United States Code, Section; 2577, New Jersey Administrative Code 7:26-1 et seq; Air Force Instruction 32-7080 and Executive Orders #12780 and 12873; the AMC Solid Waste Program Standard, DoD and Air Force Policy.

2.2. ENVIRONMENTAL BENEFITS: An aluminum beverage container thrown on the side of the road could take 80-100 years to decompose. A glass container will essentially never decompose.

2.2.1. Saves Energy. The energy saved by recycling one aluminum beverage container is enough to keep a 100-watt bulb burning for 3 ½ hours.

2.2.2. Conservation. Newsprint and paper products come from a valuable resource-our forests. For every ton of recycled newsprint, 20 trees are saved. Newspapers found in landfills have shown little or no decomposition even after 30 or more years.

2.2.3. Saves Landfill Space. In five years, without recycling, all of America's cities will have completely filled their landfill sites. We can increase the life of our landfills by transferring items from the waste stream to the recycling stream.

2.2.4. Reduce solid waste disposal costs. Even for materials that do not generate sale proceeds, up to 80% disposal cost savings may be achieved by source separation.

2.2.5. Reduce emissions from the Resource Recovery Facility on Fort Dix.

2.2.6. Community Involvement and Positive Attitude. Recycling gives everyone a chance to take a positive, community-minded step, both at work and at home, to contribute to a socially responsible program.

2.3. ECONOMICS: Recycling creates new jobs. Since 1970, an estimated 100,000+ jobs in buying, processing, and transporting recyclable materials have been created.

2.3.1. Base Economics. All money generated from the sale of recyclable items from McGuire AFB stay at McGuire AFB. This money can fund environmental projects, recreational equipment, services, and events, which might not otherwise be funded.

3. RESPONSIBILITIES

3.1. Environmental Protection Committee.

3.1.1. The RRRP will fall under the auspices of the McGuire AFB Environmental Protection Committee (EPC) as a subcommittee chaired by the 305 Support Group Commander. The subcommittee will:

3.1.2. Consist of representatives from all groups and major associate organizations, and serve as a public forum for disbursing information concerning policies and procedures.

3.1.3. Keep the EPC informed of the status of the RRRP.

3.1.4. Require base-wide compliance with all provisions of the RRRP.

3.1.5. Ensure the RRRP facility is adequately manned to maintain effective operations.

3.1.6. Discharge the responsibility for distributing net proceeds of the program under the guidance of the EPC. (See [Attachment 2](#), reference h, Distribution of Proceeds from DoD Sales of Surplus Personal Property. See also Paragraph [5.2](#).)

3.1.7. Under applicable contracts, ensure that all contractors separate construction debris into the following categories: metal, cardboard and general debris. Scrap metal and cardboard will be disposed of through the RRRP. Contact the RRRP Office for disposal instructions.

3.1.8. The 305 Support Group, Civil Engineer, Environmental Flight is the Office of Primary Responsibility (OPR) for the RRRP. The Offices of Collateral Responsibility (OCR) are: all groups, squadrons, tenants, government owned contractor operated (GOCO) units, and associate organization commanders.

3.2. RRRP Manager.

3.2.1. The Civil Engineer environmental flight will designate a RRRP manager and forward his/her name to the 305 AMW/CC, 305 AMW/FM, all groups, squadrons, tenants, government owned contractor operated (GOCO) units, and associate organization commanders.

3.2.2. The RRRP manager will maintain the recycling center in a clean and orderly manner.

3.2.3. Enforce health and sanitation requirements.

3.2.4. Prepare an annual budget with Financial Management to include cost of equipment, personnel, and other operating expenses.

3.2.5. Maintain turn in documents and records of the type, amount, and proceeds received from the sale of recycled materials.

3.2.6. Be responsible for depositing RRRP funds to Air Force funds account 57F3875.8900 528200 when received from sources outside DRMO.

3.2.7. Screen vehicles and equipment held by the DRMO for possible use by the RRRP.

3.2.8. Supervise RRRP motor vehicle operators and material.

3.2.9. Be responsible for the scheduling, receiving, pick-up, and storage of recyclable materials from generating activities on base where required.

3.2.10. Maintain a schedule of collection routes where needed.

3.2.11. Be responsible for training unit RRRP monitors by explaining the types of materials that will be accepted, methods of material preparation, and possible areas and strategies to be utilized when needed.

3.2.12. Inspect various unit collection points on a regular basis to ensure compliance with RRRP procedures. **Attachment 1** will be used to document inspections, and may be used as a self-inspection checklist by unit monitors.

3.2.13. Advise the appropriate unit RRRP monitor of any discrepancies. Discrepancy notifications will be forwarded to the EPC subcommittee for monitoring/action.

3.2.14. Give technical and environmental guidance on discarding of household batteries, fluorescent light tubes and ballast.

3.2.15. Provide technical assistance to unit RRRP monitors to set up and maintain equipment procured by the RRRP manager for the RRRP.

3.2.16. Provide RRRP updates to unit RRRP monitors.

3.3. The 305 AMW Financial Manager (FM) will:

3.3.1. Ensure that proceeds from the RRRP are collected and disbursed in accordance with Air Force Recycling Guidance and the Wing Financial Management Board (FMB). (See Paragraph **5.2.**)

3.3.2. Send a report to the program manager within seven workdays after the end of each month. The report will list all collections and disbursements for the prior month.

3.4. The 305 AMW Medical Group will:

3.4.1. Advise of health and sanitation requirements regarding disease vectors, general sanitation, and community environment.

3.4.2. Through Environmental Health Services (EHS) conduct routine sanitary evaluations of RRRP facilities and report results to the facility and RRRP manager.

3.5. The 305 AMW Safety Office (SE) will: Periodically inspect RRRP facilities for safety of operation and submit report to the facility and RRRP Manager.

3.6. Group and Associated Unit Commanders: will assume responsibility for implementing this plan, and require all personnel to participate in the RRRP. The following guidelines will expedite the collection and shipment of recyclable waste products:

3.6.1. Establish organizational operating instructions as appropriate to implement this regulation.

3.6.2. Appoint a unit RRRP monitor for each facility generating recyclable material.

3.6.3. Maintain and forward to the 305 SPTG/CEV RRRP manager a list of current monitors with office symbols, phone numbers, building and room numbers (update list as needed).

3.6.4. Provide monitors with the minutes of any EPC RRRP subcommittee meetings, and any changes relative to the RRRP.

3.6.5. Provide a centralized staging area, protected from the elements, within each facility that may generate recyclables for the collection of recyclables.

3.6.6. Ensure DD Form 1348-1, **DoD Single Line Item Release/Receipt Document**, or Form 2005, **Issue/Turn-in Request**, are documented accordingly to ensure proceeds are deposited to Air Force account 57F3875.8900 528200 for all material turned in to DRMO for sale as scrap. Immediately forward copies of all documents to the RRRP manager.

3.6.7. Ensure unit monitors segregate scrap materials into the proper classifications. If a single item has more than one common material, classify it as mixed. Activities specializing in certain materials will segregate further if needed or requested by the RRRP.

3.6.8. Ensure unit monitors identify scrap material known to contain precious metals (gold, silver, or platinum) or noble metals (palladium, iridium, osmium, ruthenium, or rhodium), and process according to AMCR 400-8, *Precious Metals Recovery Program*.

3.6.9. Ensure unit monitors deliver all metal materials which are recyclable to the RRRP Facility or DRMO with proper turn in documentation and accounting classification codes indicated in accordance with paragraph [3.6.6](#).

3.6.10. . Ensure unit monitors schedule a regular pickup or deliver all other materials, which are recyclable to the RRRP facility. (See paragraph [1.2.3](#).)

3.7. The 305 LG/LGT will:

3.7.1. Furnish transportation vehicles and heavy equipment with operators as needed. It is the intent of the RRRP to become equipment self-sufficient as soon as operations permit.

3.7.2. Furnish vehicles such as forklifts, 1 ½ ton stake body trucks, covered vans, etc., to prevent work stoppage in the event RRRP vehicles are inoperable.

3.8. Unit Recycling Monitors will:

3.8.1. Ensure an adequate and clearly identified collection point is provided within each building that generates recyclable material. Encourage or require as applicable all personnel generating recyclable material to deposit their materials at these stations.

3.8.2. Ensure all employees receive information on the implementation of this regulation and adequate resources to comply with the directions set forth.

3.8.3. Ensure recyclable materials (as described in Section 4) are collected, source segregated and turned into the RRRP.

3.8.4. Provide containers for each type of waste paper. Collection containers may be obtained from the RRRP. (See Paragraph [4.3](#).)

3.8.5. Ensure all boxes are fully packed and securely closed to avoid spillage during transportation.

3.8.6. Ensure the recyclable products are free of contaminants.

3.8.7. Label all boxes with material category indicating the originating office symbol and phone numbers.

3.8.8. Ensure a neat and orderly RRRP station. Good housekeeping is essential.

- 3.8.9. Ensure large quantities of recyclable products do not accumulate at the unit collection point by scheduling pick-ups as necessary (See paragraph 1.2.3.).
- 3.8.10. Refer any problems to the building custodian and the RRRP manager.
- 3.8.11. Conduct periodic walk-through inspections of unit work centers to ensure compliance with this regulation.
- 3.8.12. Privacy Act (PA) or For Official Use Only (FOUO) recycling materials must remain within the security of the building until transported to the recycling center. (See para 4.3.2.1.)
- 3.8.13. Ensure all recyclable materials turned in to DRMO are processed according to para 3.6.6.

4. RECYCLABLE MATERIALS AND UNSERVICEABLE EXCESS

4.1. Corrugated Waste.

- 4.1.1. RRRP will accept corrugated waste for baling from McGuire AFB personnel. Personnel are required to recycle this resource.
 - 4.1.1.1. Coordinate with the RRRP Office prior to any delivery.
 - 4.1.1.2. Organizations must share in the labor to bale material. Personnel may be from base detail pool.
- 4.1.2. New residents to the McGuire AFB housing area will recycle their cardboard containers by following these procedures:
 - 4.1.2.1. Break down all boxes. Remove packing paper.
 - 4.1.2.2. Call RRRP manager to arrange for pick-up appointment, or for delivery to the RRRP Facility.
 - 4.1.2.3. Place boxes at your curb by 0730 on the day of your appointment.

NOTE: During rainy weather, protect cardboard from the elements; wet cardboard cannot be recycled.

4.2. Lead acid vehicle batteries will be turned into the RRRP facility.

4.3. Paper products will be delivered to the RRRP facility and placed in appropriate area of RRRP facility.

- 4.3.1. Computer paper: Computer paper with built-in carbon (NCR) is not acceptable.
- 4.3.2. Materials containing personal data may be recycled; however, special handling is required to ensure compliance with AFI 37-138, *Records Disposition--Procedures and Responsibilities*. The following information applies:
 - 4.3.2.1. Place Privacy Act (PA) and For Official Use Only (FOUO) products in a separate cardboard boxes and tape shut. Mark "Controlled" on the box indicating PA or FOUO material. NEVER PLACE CLASSIFIED INFORMATION IN THE BOXES UNLESS IT HAS BEEN MACERATED!
- 4.3.3. White paper scrap. Includes bond, lined, copier paper, and Flight Publication Bulletins. (Bright white pages)

4.3.4. Mixed paper. Post-it notes, lined yellow paper, other colored paper, and Colored or Off-white Newspaper.

4.3.5. Newspaper/Newsprint. Newspaper only, no magazines, inserts, or junk mail will be accepted by the RRRP facility. Newspapers must be bundled with twine, should not exceed 8-10 inches in height, and may be brought to the RRRP facility during normal duty hours.

4.4. Plastics. Scrap will be accepted from the plastic shop. Basewide plastic container collection will be centralized at the RRRP facility.

4.5. Scrap Casings. Organizations will store fired cartridge casings in their area and in containers which are suitable for transferring them to DRMO. Segregate steel, plastic, and brass casings by caliber prior to their turn-in

(See AFR 67-23/AMC Sup 1). Turn in documents must indicate scrap casings and have account 57F3875.8900 528200 indicated.

4.6. Scrap Glass. Glass container collection in military family housing will continue for the benefit of the local community. Segregated glass collection will also be provided at the RRRP facility.

4.7. Scrap Metals and miscellaneous scrap. All sections will establish a storage station for their recyclable scrap metals. Ferrous and nonferrous metals, which can be recycled, will be segregated by metal configuration prior to delivery to RRRP. The following is a list of the most common type of miscellaneous scrap metals:

4.7.1. Aluminum and Steel cans. Will be brought to the RRRP facility in plastic bags, which will be returned for reuse. Military family housing collection will continue for the benefit of the local community.

4.7.2. Aluminum scrap. Aluminum sheeting, tubing, wire, extrusions, etc.

4.7.3. Aluminum wire and cable. Consists of tin and untinned aluminum covered with rubber, plastic, fabric or other insulation.

4.7.4. Brass. Include pipe, frames, valves, plates, tubing, and wave guides, etc.

4.7.5. Copper pipe, etc.

4.7.6. Copper wire and cable. Consists of tinned and untinned copper covered with rubber plastic, fabric, or other insulation.

4.7.7. Light metal, unprepared.

4.7.8. Magnesium scrap. Includes aircraft wheels with aluminum and ferrous attachments.

4.7.9. Mercury. Consists only of liquid mercury from manometers, thermometers, etc. This metal must be turned to 305 SPTG/CEV for accumulation and storage.

4.7.10. Steel, heavy, unprepared scrap. Includes pipes, fence, vehicle parts, angle and channel iron, sprockets, truck beds, door jambs, triple rinsed 55 gallon drums, fuel tanks and shop scrap.

4.7.10.1. Contractor debris which is generated from on base construction, demolition, repair and removal activity is considered government procured property unless otherwise specified in the contract. Items identified in this instruction as recyclable, (underground storage tanks, above ground storage tanks, window frames, steel doors, etc. not all-inclusive) must be disposed of through the Defense Reutilization and Marketing Office (DRMO) and the RRRP.

Contact the RRRP manager for disposal instructions.

4.7.11. Personnel residing off-base are encouraged to discard their recyclable aluminum cans into the on base drop-off containers located at the recycling center.

4.8. Scrap Tires. Tires procured from Transportation, except those for emergency vehicles must be returned to Transportation for recapping.

4.9. Toner cartridges. Spent cartridges from computer printers and copy machines are arranged for exchange/purchase with a qualified refurbishment activity. Cartridges purchased from base supply will be exchanged on a one for one basis with that activity.

4.10. Waste Liquid Petroleum Products (Base generated). Oils and other petroleum products are generated primarily from aircraft operations, vehicle maintenance, cleaning, solvents, paints, and thinners (see AFI 23-502, *Recoverable and Unusable Liquid Petroleum Products*).

4.11. Waste Oil and Anti-freeze. The Auto Hobby Shop is the collection point for personnel assigned to McGuire AFB who want to dispose of used lubricating oils and anti-freeze from their private vehicles. The 305 SG/SVS will ensure that the collection tank does not become contaminated with solvents, thinners or antifreeze. 305 SG/SVS will notify the 305 CES/CEV when disposal is required.

4.12. Wood Products. Includes pallets, scrap lumber, tree limbs, etc. Pallets will be turned into the RRRP. If there is any doubt whether unwanted lumber can be recycled, call the RRRP Manager prior to delivery to the RRRP facility. Tree limbs and Christmas trees will be chipped for mulch.

4.13. White goods. Items such as refrigerators, washers, dryers, and ranges from the base activities will have account 59F3875.8900.528200 on the DD Form 2005. This will ensure that in the event DRMO classifies the material as scrap, the proceeds from the sale will be returned to the McGuire AFB RRRP.

4.14. UNSERVICEABLE EXCESS. When any organization turns in unserviceable excess to the local DRMO facility, they will stamp funds code 59F3875.8900 528200 on the DD Form 2005. This will ensure that in the event DRMO classifies the material as scrap, the proceeds from the sale will be returned to the McGuire AFB RRRP.

5. GENERAL

5.1. Sale. Recyclable materials may be sold by the RRRP to individuals, processors, and community organizations, when:

5.1.1. The materials were not government purchased or generated.

5.1.2. The materials, while owned or generated by DoD and Air Force, have been shown to be uneconomical for government supported collection or disposal through DRMO.

5.2. Funding and Proceeds Distribution. The Wing FMB will determine RRRP fund distribution based on the Air Force Recycling Guidance: "Recycling proceeds generated from the direct sale of nonappropriated fund owned (Services and AAFES), and DeCA material will be returned to the respective organization. Recycling proceeds returned to the installation from the Defense Reutilization Marketing Service and from direct sales of appropriated fund material will first be used to recover appropriated fund costs incurred managing and operating the RRRP to include but not limited to : manpower, equipment, utility, and real property costs. After appropriated fund cost reimbursement,

the installation commander may use up to 50 percent of the remaining sale proceeds for pollution abatement, energy conservation, and occupational safety and health activities. Projects may be funded up to 50 percent of the cost of a minor construction project. Any remaining proceeds may be transferred to the Morale, Welfare and Recreation Fund to be used for base morale, welfare and recreation activities. Accounting for recycling proceeds and the distribution thereof shall be in accordance with DFAS-DER 177-102.”

5.3. Ownership. Accumulation of solid waste for recycling purposes, which has been generated, collected and stored on McGuire AFB, is government property and must be sold through RRRP.

5.4. Future Recyclables. The materials designated for recycling in this regulation are by no means all inclusive. The RRRP office will keep all base personnel updated on additions to the recyclable materials list.

5.5. Curbside Collection: In base residential areas will continue.

5.6. Compliance: Organizations are subject to inspection or audit by the EPC for solid waste disposal area compliance. Non-compliance may result in action by the EPC, with potential loss of fund eligibility.

RICHARD A. MENTEMEYER, Brigadier General, USAF
Commander, 305th Air Mobility Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 12780, *Federal Agency Recycling and the Council in Federal Recycling and Procurement Policy*, October 31, 1991.

Public LAMW 99-580, 42 U.S.C. Sections 6901-6987, *Resource Conservation Recovery Act of 1976*, as amended.

Public LAMW 97-214, 10 U.S.C. Section 2577, *Disposal of Recyclable Materials*.

Public LAMW 8-152, 40 U.S.C. Sections 484-485, *Federal Property and Administrative Services Act of 1949*, as amended.

DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, March 1990.

DoD 4160.21-M-1, *Defense Demilitarization Manual*, October 1991.

DoD 4160.21-H, *Defense Scrap Yard Handbook*, July 1985.

DoD 7310.1, *Disposition of Proceeds from DoD Sales of Surplus Personal Property*, July 1989.

DoD 4165.60, *Solid Waste Management*, October 1976.

OMB Policy Memorandum 92-4, *Procurement of Energy Efficient and Environmentally Sound Products*, November 1992.

Policy Letter for DoD Recycling, *Undersecretary of Defense*, 28 Sep 93.

AFI 32-7080, June 1994

Attachment 2**RESOURCE, RECOVERY, AND RECYCLING PROGRAM CHECKLIST**

A2.1. BUILDING # _____ ORGANIZATION/OFFICE SYMBOL _____

DATE _____ SURVEYOR _____

**RESOURCE, RECOVERY, AND RECYCLING PROGRAM
CHECKLIST**

1. Has a Resource, Recovery, and Recycling monitor been designated for the facility? (1)
YES _____ NO _____
2. Is the name and phone number of the Base RRRP Manager and unit monitor posted on unit bulletin board? (1)
YES _____ NO _____
3. Does the workplace generate any recyclable materials? (1)
YES _____ NO _____
4. What materials are being recycled? (1)
5. What additional materials could be recycled? (1)
6. Is there a centralized staging area for storing recyclable items? (1)
YES _____ NO _____
7. Does the monitor ensure recyclables are segregated and properly labeled by type? (1)
YES _____ NO _____
8. Are unit monitors separating and preparing recyclables correctly? (1)
YES _____ NO _____
9. Does the monitor ensure adequate housekeeping of the storage area? (1)
YES _____ NO _____
10. Are AFOSH Standards being adhered to? (1) (2)
YES _____ NO _____
11. Is there a current list of all unit RRRP monitors on file? (2)
YES _____ NO _____
12. Have all unit monitors been trained in RRRP requirements? (2)
YES _____ NO _____
13. Are units being inspected for compliance, cleanliness, etc.? (2)
YES _____ NO _____
14. Are inspection reports on file - Program Manager, BEE, EHS? (2)

YES _____ NO _____

15. Is DRMO providing sales documents? (2)

YES _____ NO _____

16. Is DRMO providing DD 1348s with checks for sale items? (2)

YES _____ NO _____

17. Are sales documents reconciled with outstanding DD 1348s? (2)

YES _____ NO _____

18. Are copies of DD Forms 1348 on file? (2)

YES _____ NO _____

19. Is the financial manager providing timely deposits of resources? (2)

YES _____ NO _____

20. Is the financial manager sending a report to program manager within seven days after end of each month? (2)

YES _____ NO _____

21. Is there a current budget proposal on file? (2)

YES _____ NO _____

22. Are copies of EPC minutes on file? (2)

YES _____ NO _____

23. Are copies of the FMB minutes on file? (2)

YES _____ NO _____

(1). Unit RRRP monitor

(2). Base RRRP Manager